

ATTACHMENT 4
PAST PERFORMANCE QUESTIONNAIRE
GSA FAS PROGRAM MANAGEMENT ACQUISITION SUPPORT SERVICES
RFQ# 02QFA150010

WHEN FILLED IN THIS DOCUMENT IS SOURCE SELECTION SENSITIVE INFORMATION IAW FAR 3.104

(PART A TO BE COMPLETED BY OFFEROR)

A. Contract/Project / Task Order Information. Complete the general contract information below.

Name of Firm/Contractor:

Contractor's Address:

Name & Title of Contractor's Point of Contact:

Point of Contact Email & Phone Number:

Contract and Task Order Number:

Contract Type:

Project Title:

Description of Scope of Work:

Value/Dollar Amount of Contract:

Performance Period:

Completion Date(s):

(PART B TO BE COMPLETED AND SUBMITTED DIRECTLY BY AGENCY'S CONTRACTING OFFICER'S REPRESENTATIVE OR CONTRACTING OFFICER. IF NON-GOVERNMENT, TO BE COMPLETED BY PRIVATE SECTOR CLIENT)

B. Respondent/Agency Information

Agency or Firm: _____

Name of Respondent: _____

Title: _____

Date: _____

Phone No. _____

Email: _____

Contract Information Verification.

_____ Yes, the contract information and work description stated above by the contractor is correct.

_____ No, the contract information and work description stated above by the contractor is NOT correct.

If **not** correct, describe what is incorrect:

C. INSTRUCTIONS TO EVALUATOR

Past Performance Survey: Please use the following ratings to describe the contractor's performance on your contract or project. Respondent may be contacted to clarify comments or ratings

Exceptional Performance met all contract requirements and exceeded many. Problems, if any, were negligible and were resolved in a timely, highly effective manner.

Good Performance met all contract requirements and exceeded some. There were a few minor problems that the contractor resolved in a timely, effective manner.

Satisfactory met contract requirements. There were some minor problems and corrective actions taken by the contractor were satisfactory.

Unsatisfactory Performance did not meet most contractual requirements. There were serious problems and the contractor's corrective actions were ineffective.

WHERE TO SUBMIT THIS PAST PERFORMANCE QUESTIONNAIRE (PPQ)

Please email the completed Past Performance Questionnaire to fitzgerald.chin@gsa.gov by close of business, **November 13, 2015**. Subject: RFQ# 02QFA150010, GSA FAS PMASS.

Thank you for your time and effort in assisting us with our requirement!

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1. Rate the firm's ability to deliver quality services (including technical excellence and accuracy of reports, work products, and deliverables).

Exceptional	Good	Satisfactory	Unsatisfactory

COMMENTS (If Any):

2. Rate the responsiveness and cooperativeness to your directions, concerns, and to your customer service satisfaction.

Exceptional	Good	Satisfactory	Unsatisfactory

COMMENTS (If Any):

3. Rate the firm's ability to deliver services in a timely manner and their ability to meet contract schedules, your deadlines, and timeframes (including delivery of reports, work products, and other deliverables).

Exceptional	Good	Satisfactory	Unsatisfactory

COMMENTS (If Any):

4. Rate the ability to recruit and retain qualified workforce.

Exceptional	Good	Satisfactory	Unsatisfactory

COMMENTS (If Any):

5. Rate the company’s overall performance.				
Exceptional	Good	Satisfactory	Unsatisfactory	

COMMENTS (If Any):

Additional Comments (If Any):